

Manitoba Powerlifting Association

POLICIES AND PROCEDURES

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Effective as of January 01, 2022

1.0 GENERAL PROVISIONS

Any Manitoba citizen or Permanent Resident of Manitoba shall be allowed to register with the M.P.A. so long as he/she is an amateur in good standing.

Non-Canadian citizens or non-Permanent Residents may participate in MPA events as lifters or officials upon proof of membership in good standing with any IPF affiliate federation.

Lifters that are not Canadian citizens or Permanent Residents of Canada are not eligible for competition awards and may participate as guest lifter status.

2.0 OFFICER DUTIES AND RESPONSIBILITIES

This section will describe the responsibilities and duties of the Directors and other Officers of the Manitoba Powerlifting Association (MPA).

2.1.0 President

2.1.1 The President is the primary point of contact for any outside agencies currently working in association with the MPA or that wish to form an association with the MPA.

2.1.2 The President is the only Director who, with approval from the Board of Directors, can enter into agreements with outside agencies.

2.1.3 The President is responsible for the following:

- a) Directing the debate and keeping order at meetings of the Members according to the traditions and rules of parliamentary procedure
- b) Presenting all awards at Provincial competitions. This duty may be delegated to other officials provided that all presenters are dressed in a manner appropriate to the occasion and to their office
- c) Addressing the MPA Membership with Presidential Announcement and Informational Bulletins by way of social media, membership emails, and the MPA Website
- d) Liaising and communicating with the public, funding partners, and other parties within and outside of the powerlifting community.
- e) Appointing an interim Secretary at a meeting of the Members or a meeting of the Board in the event that the Secretary is absent

2.1.4 In the case of equal voting on a motion at a meeting of the Board, the President, as Chair, will vote a second time to break the tie.

2.1.5 The President, in consultation with the Treasurer, has final approval over MPA purchasing and distribution of MPA funds.

2.1.6 The President is the primary point of contact between MPA and the CPU Executive Members, and is the primary representative of MPA at the National level.

2.2.0 Vice President

2.2.1 The Vice President, is responsible for the following:

- a) Approving, in association with recommendations from the Coaching committee, the assignments of coaches and team managers for Provincial Teams. Supporting Provincial Team members by addressing questions concerns and providing guidance before, during and after National Events
- b) Developing, managing, and distributing grassroots programs to clubs and MPA members designed to increase participation and capacity
- c) Liaising and communicating with the public, funding partners, and other parties within and outside of the powerlifting community.

- d) Performing all the duties of the President, including presiding at meetings of the Board or meetings of the Members, the absence of President.
- d) Represent MPA as its second National representative Executive Member at the CPU level, including attending the CPU Annual General Meeting.
- f) Liaising with meet directors in planning and preparation for competitions, acting as information and supplies resource, approving physical layout and operations plans by meet directors for MPA competitions.
- g) Managing items purchasing, inventory, and MPA competition awards.
- h) Evaluating performance of, and providing formal feedback to, MPA Executive members
- i) Will submit a report to the membership for the Annual General Meeting
- j) Other duties assigned by the Board

2.4.0 Secretary

2.4.1 The Secretary is responsible for the following:

- a) Assisting the President in carrying out and conveying the wishes of the Board to the Secretary of the Canadian Powerlifting Union (CPU)
- b) Taking and keeping the minutes of all meetings of the Board and meetings of the Members
- c) Handling all official MPA correspondence *with the MPA Membership at large*.
- d) Giving due notice to all Members of a meeting of the Members. The Secretary shall organize time and place, along with giving due notice to all members of a meeting of the members.
- e) Updating the MPA Bylaws following any amendments and forwarding a copy to the MPA webmaster for posting on the MPA website within 30 days of the amendments being approved
- f) Maintaining and updating the MPA's policies and procedures as required
- g) Arranging dates and details for MPA Board of Directors Meetings

2.5.0 Treasurer

2.5.1 The Treasurer is responsible for the following:

- a) Supervising the management and the disbursement of funds of the MPA
- b) Keeping proper accounting records which will be annually verified by an independent accountant.
- c) Providing the Board of Directors with quarterly financial reports.
- d) Presenting an annual financial report at the Annual General Meeting of Membership.

2.6.0 Officiating Chairperson

2.6.1 The Officiating Chairperson is responsible for the following:

- a) Testing of Provincial Referees
- b) Maintaining constant communication with the CPU Officiating Chairmen concerning developments which involve referees and changes to the technical rules
- c) Submitting an annual report at the Annual Meeting
- d) Conducting an annual Provincial Officiating Clinic for all potential and current referees.
- e) Approving the Provincial Referee's Written Examinations that are being used by all Members
- f) Having the final authority on matters involving interpretation of the Technical Rules, with the option of contacting the CPU Technical Committee for clarification when necessary.

2.7.0 Records Chairperson

2.7.1 The Record Chairperson is responsible for the following:

- a) The Records Chairperson shall maintain communication with the MPA Webmaster to keep MPA Provincial Records up-to-date and posted promptly on the MPA Website following relevant competitions.
- b) The Records Chairperson shall be responsible for receiving record applications
- c) The Records Chairperson shall be responsible for printing physical copies of MPA records to appropriate applicants.
- d) The Records Chairperson shall be responsible for maintaining i. yearly rankings and ii. cumulative alltime Rankings of MPA lifters at the discretion of the MPA Executive.

2.8.0 Registration Chairperson

2.8.1 The Registration Chairperson is responsible the following:

- a) The Registration Chairperson shall maintain an up-to-date list of all provincially-registered members with current contact information.
- b) The Registration Chairperson shall liaison with the providers of the electronic membership system and the National Registration Chairman to resolve any registration issues.
- c) The Registration Chairperson will send a reminder email to MPA members who are i. inactive CPU Members or ii. Have not completed a valid CCES model one week prior to MPA Competitions.
- d) The Registration Chairperson will act as a liaison to MPA Clubs; maintain a list of all MPA Clubs and their members to be maintained on the MPA Website; and promptly edit changes to MPA Clubs and their members whenever applicable.

2.9.0 Past President

2.9.1 The Past President is responsible the following:

- a) The Past President will serve in an advisory position to the Directors for a term of one year in order to provide historical context, guidance and advice on procedures and policy. The Past President will be invited to Board of Directors meetings but may not hold a director vote.
- b) The Past President will provide continuity of leadership when there is a change in the Directors.

2.10.0 Volunteer Chairperson

2.10.1 The Volunteer Chairperson is responsible for the following:

- a) The Volunteer Chairperson shall maintain an up-to-date list of all volunteers, tracking duties performed and most recent act of volunteer service, with regards to bylaw 17.1.
- b) The Volunteer Chairperson shall act as a liaison to MPA Meet Directors in order to facilitate appropriate volunteer recruitment, volunteer position information and volunteer position assignments.

2.11 Media Coordinator

2.11.1 The Media Coordinator is responsible for the following:

- a) The Media Coordinator is to liaise with media contacts, answer media enquiries, monitor media coverage and promote awareness for and of the MPA, its events, and its athletes.
- b) The Media Coordinator shall write, promote and/or distribute MPA press releases and news stories.
- c) Acting as the main media contact for events in the lead up to MPA competitions and events
- d) Liaising with the MPA Executive and MPA Meet directors for the promotion of MPA events.
- e) Generating ideas for increased media coverage and publicity of the MPA and its athletes.

2.12 Social Media Manager

- a) The Social Media Manager will be responsible for creating social media content for MPA Facebook, Instagram accounts, and for posting significant content to the MPA Website.
- b) The Social Media Manager will be responsible for approximately 2-3 posts each week, in addition to any significant coverage content that may be updated during competitions.

- c) The Social Media Manager will be the primary content creator for post content as well as the first point of contact for the public to message on social media.
- d) The Social Media Manager will work in conjunction with appropriate MPA Executive members to clarify issues and questions that the public may have.
- e) The Social Media Manager will work with members of the MPA Executive in order to coordinate post content.

2.13 Webmaster

- a) The Webmaster shall be responsible for updating the MPA website on an ongoing basis.
- b) The Webmaster shall be responsible for duties such as posting updates, results, reports, producing entry forms, and other duties assigned by the MPA Board of Directors.

2.14 Outreach Chairperson

- a) **Outreach Chairperson** will be responsible in connecting with other organizations (Schools, Sport Manitoba) in ways to grow the sport.
- b) The Outreach Coordinator will also be responsible in aiding with apparel.

2.15 Fundraising Coordinator

- a) **The Fundraising Coordinator will be responsible for planning and executing fundraising events for MPA.**

2.16 Inventory Chairperson

- a) **The Inventory Chairperson is responsible for maintaining a current database of all equipment owned by the Manitoba Powerlifting Association.**
- b) **The database tracks the current location and condition of all equipment.**
- c) **The Chairperson communicates with the MPA President or delegate and the Officiating Chairperson in accordance with policy 6.14**

2.17 All MPA Officers and Committee Chairmen shall be elected by the Directors at the Annual General meeting.

2.18 Any members who are regularly absent from Provincial Meetings, unless for valid reasons, may be suspended by a decision of absolute majority of the Board of Directors and replaced at the next Annual General Meeting.

2.19 The Board of Directors must approve all MPA expenditures other than operating expenses.

2.20 Any item, article or situation which is not specifically explained by or dealt with in the MPA Constitution or its By-laws, shall be dealt with in accordance of the Constitution of the CPU.

2.21 Any person who operates a business, marketing Powerlifting equipment (apparel) will not be allowed to take part in discussions or vote upon matters concerning equipment at the MPA Annual Meeting.

2.22 MPA Board of Directors and Officers are not permitted to serve as Executive Council and/or Officers for a Powerlifting Society/Organization that is not affiliated with the CPU or approved by the IPF.

2.23 MPA Board of Directors and Officers are not permitted to direct and/or promote events sanctioned by a Powerlifting Society/Organization that is not affiliated with the CPU or approved by the IPF

3.0 COMMITTEES

- 3.1 Committee Chairmen will be elected by the Board of Directors. All other committee members will be appointed by the President of the MPA.
- 3.2 Medical Committee: The Medical Committee will advise and assist the MPA Board of Directors, Members and Registrants as follows:
 - a) In accordance with the WADA Prohibited List, provide a supplement assessment resource for those athletes selected to international teams
 - b) Assist Meet Directors with medical presence guidelines for competitions
 - c) A resource for lifters seeking medical exemptions
 - d) Special projects in keeping with their education, knowledge and expertise.
- 3.3 Coaching Committee: The coaching committee shall be responsible for the selection of the Head Coach for any CPU level event.

Once the Head Coach is selected, the Coaching Committee and Head Coach are jointly responsible for naming any assistant coaches or additional personal that have a leadership or management role on the team. The coaching committee shall also be responsible for testing on all Provincial coaches.

3.4 Competition Committee

- 1. Developing a criteria-based system with the emphasis put on Qualifying Standards.
- 2. Examine the Criteria set forth for Competing at Provincials and provide a recommended path.
- 4. Examine the current Provincial Qualifying Standards.
- 5. Make recommendations to the MPA Board of Directors.

3.5 Ethics Committee

The Ethics Committee will advise the MPA Board of Directors and Members on the interpretation and application of the MPA Code of Conduct, Social Media Policy, Transgender Athlete Policy, Discipline and Complaints, Coaches Code of Conduct and Conflict of Interest Policy.

The Ethics Committee will also provide leadership in the development and application of future policies.

3.6 Disabilities Integration Committee

The Disabilities Integration Committee will work with outside bodies such as but not limited to Special Olympics and Para Powerlifting Canada and the MPA Board of Directors to create space for athletes with limitations or disabilities within MPA. The Disabilities Integration Committee will also provide leadership in the development and application of future policies and practices relevant to the inclusion of such athletes.

- 3.7 Chairmen of all active committees shall produce a yearly report, available to all MPA Executive and Officers, that summarizes the committee's successes, challenges, current undertakings, and progress related to that time period.

4.0 AFFILIATION REQUIREMENTS

- 4.1 In accordance with the CPU the MPA Executive shall consist of:
 - a) President

- b) Records Chairman
 - c) Officiating Chairman
 - e) Secretary
 - f) Registration Chairman
 - g) Any other positions shall be optional
- 4.2 The MPA must have at least three provincially-certified referees, who have passed both a written and a practical examination.
- 4.3 No province shall be admitted to the C.P.U. whose constitution has not been examined by the C.P.U. Board of Directors and found to be compatible with the C.P.U. Bylaws and Policies in every way, and to be in the best interests of powerlifting in Canada. Any proposed change to existing provincial constitutions must be submitted to the CPU President for approval. The president shall review such changes and, when necessary, shall have the option to submit the proposed change to the CPU executive for review at the next annual general meeting.
- 4.4 In accordance with the CPU Constitution the MPA will abide by the following;
- a) Each province must have one National Referee.
 - b) Each province may submit to the National Officiating Chairman the names of qualified Provincial referees to be tested for a National referee's Card. A written provincial examination must accompany the application.
 - c) The National Referee's Examination shall consist of a written Examination to be taken in the presence of the National Officiating Chairman, and will be followed by a practical examination.
 - d) For the practical examination, the applicant shall sit before at least two, and not more than three, referees of National or higher rank, and adjudicate a minimum of one hundred attempts while serving as chief referee.
 - e) In order to maintain one's status as a National Referee, he/she must officiate at a minimum of two provincial or higher championships within the three year C.P.U. electoral period (ie. 19911994, 19941997, etc...
- 4.5 The MPA must submit an up-to date list of its lifting records to the National Secretary every three months.
- 4.6 The MPA must submit an up-to date list of its cardholding referees to the national Secretary every six months.
- 4.7 Provincial rules must not contradict the National rules.
- 4.8 The MPA shall be required to hold one annual, closed provincial championship for each division, weight, and age class.
- 4.9
- a) A lifter may not buy a C.P.U. Card from a province other than his/her own. Any lifter from a nonaffiliated province, or any Canadian citizen permanently residing in a foreign country, who wishes to compete in a C.P.U.sanctioned contest must obtain a membership card directly from the C.P.U. Registration Chairman. Under no circumstances should a provincial registration chairman register lifters from outside his own province.
 - b) There are two types of affiliation: CATEGORY I Affiliation, and FULL affiliation. A province may be granted Category I Affiliation simply by organizing itself and applying for acceptance into the C.P.U.,

thereby allowing its lifters to compete in C.P.U.sanctioned competitions. The province will be granted Full Affiliation status at the next Annual General Meeting with a majority vote of the C.P.U. members present, provided that the petitioning province has met all affiliation requirements.

- 4.10 If a province with FULL affiliation has become inactive, that is it has not held a sanctioned competition for more than one year, the CPU executive may vote to lower the province's status to CATEGORY 1. If a province with CATEGORY 1 status has been similarly inactive for 1 year, and has not applied for FULL membership status at the CPU annual meeting, then the CPU officers may, by majority vote, award CATEGORY 1 status to any other group from the province who makes application to the council.
- 4.11 All provincial affiliates must obtain a minimum Provincial not-for-profit corporation status and submit the registration to the secretary.
- 4.12 All Military records must be broken by 2.5kg increments.

5.0 PROVISIONS FOR MEMBER PROVINCES

- 5.1 The MPA must submit to the National Secretary every three months:
 - a) A list of its proposed competitions for the calendar year.
 - b) Results of sanctioned competitions, as they occur.
 - c) A list of its up-to-date lifting records.
- 5.2 Provincial Presidents, from incorporated provinces, are required to send the minutes from their AGM's to the National President.
- 5.3 Provincial Presidents must send, by mail or email, their Provincial report to the CPU President and Secretary, two weeks in advance of the CPU AGM at Nationals

6.0 COMPETITIONS

- 6.1 Competitions sanctioned by the MPA shall include:
 - Provincial Powerlifting Championships, in all IPF recognized age categories
 - Provincial Bench Press Championships, in all IPF recognized age categories
 - Provincial Special Olympics Powerlifting Championships, in all IPF recognized age categories and in accordance with CPU Procedures
 - Provincial Para Powerlifting Championships, as per World Para Powerlifting Rules and Regulations and in accordance with CPU Procedures
- 6.2 The dates and groupings of all MPA Provincial Championships shall be determined by the MPA Board of Directors.
- 6.3 Efforts shall be made to hold the Provincial Championships at least twelve (12) weeks prior to any Regional Championships.

- 6.4 The MPA Board of Directors shall determine the qualifying standards for all Provincial Championships and local competitions.
- 6.5 The MPA Board of Directors shall determine the officials who will accompany Provincial Teams.
- 6.6 MPA Provincial Championships shall be directed, or co-directed, by at least one member of the MPA Board of Directors. Provincial Championships shall remain “MPA Funded” (i.e. MPA shall incur all expenses and receive all profits) but stipends may be presented to MPA Funded meet directors at the discretion of the MPA Board of Directors. Provincial Championships will not be subcontracted to Independent Meet Directors.
- 6.7 Registration cards must be checked during the weigh-in at all contests.
- 6.8 When contest groupings make it such that a lifter could be eligible for two separate age categories, i.e. Junior and Open, or Master and Open, any lifter wishing to have a total in each category must actually lift in each category. Transferring of results is not allowed
- 6.9 Only competitions approved by the MPA as the provincial governing body of the CPU shall be designated as Championship competitions.
- 6.10 The entry closing dates for all Provincial Championships must be stated as 28 days (four weeks) prior to the date of the Championship.
- 6.11 Combined Provincial Championships which include single-lift competitions (i.e. bench press) must be organized in such a way that lifters who enter both a three-lift competition and a single-lift event must actually lift in each contest separately in order to receive credit for a result in both. Such competitions cannot be organized in a blended fashion which would allow an athlete to be credited with a result in two different competitions by lifting only once.
- 6.12 At all National championships, the team coach and athlete must agree on attempts except in the case that the athlete surrenders choice to the coach willingly. The team coach may take suggestions from athletes’ personal coaches. In flights or sessions that the team coach must recruit help in coaching athletes, the appointed person must also make the decisions with the athletes except in the case that the athlete surrenders choice to the coach willingly.
- 6.13 All MPA Provincial Competitions must be adjudicated by at least two Provincial or higher ranked referees, one of whom may be a prospective referee who is taking a practical examination for upgrading to Provincial status. The remaining position may be occupied by Provincial Category I or higher ranked referees. All other MPA sanctioned competitions must be adjudicated by referees of Category I Provincial rank or higher.
- 6.14 The President of the MPA or delegate shall be responsible for ensuring that all equipment to be used at the competition meets the required specifications. Equipment shall be checked at least one week prior to the event. If a competition does proceed without proper equipment, then the Officiating Chairman shall prepare a report detailing the discrepancies, and provide this report to the MPA President.
- 6.15 Any competitions that are held by special interest disability groups that utilize CPU/MPA resources in any way, i.e. referees, equipment or any other, shall be subject to the following conditions:
 - 1) Contests must be sanctioned by the local CPU affiliate provincial association.

- 2) Full IPF rules will apply, with the exceptions/modifications of: a) The squat shall be optional for Special Olympic contests.
- b) The clap signal in bench press may be used.
- c) Other modifications will be at the discretion of the chief referee.
- d) MPA officials will have the final right of acceptance or rejection of all equipment to be used.
- e) All lifters must be members of the CPU.
- 6.16 For all National Championships, funding for up to 100% of travel and accommodations at normal economy air and meet hotel rates shall be provided for the MPA President and MPA Vice President or ~~his~~ their delegate(s), to attend these events for accommodations at the discretion of the MPA Board of Directors. Should CPU provide compensation, the balance of the travel fee will be covered.
- 6.17 For all competitions in Canada that are sanctioned by the CPU or any provincial affiliate, only full CPU card membership will be accepted. Provincial level membership card holders may not compete in any competitions.
- 6.18 The MPA Vice President/or delegate shall supply each meet director with a “sanction package” consisting of:
- examples of forms used during a contest showing information required.
 - record applications
 - details of doping control fees, who is liable for the payments and when they must be paid - requirements of the meet director, in the event that the Independent Testing Administrator will be present at the event.
 - other details, as determined by the MPA.
- 6.19 Only competitions sanctioned or approved by the MPA shall be advertised through official MPA and CPU media.
- 6.20 All MPA sanctioned competitions will adopt and enforce the meet safety guidelines and adhere to educating volunteers on the policy.
- 6.21 All MPA competitions shall utilize IPF Approved Equipment on the competition platform.

- 6.22 At all provincial level competitions, lifters are considered to be representing themselves. Their apparel can bear logos of local clubs or gyms (upon prior approval), or of their province, provincial organization or higher level, CPU or IPF for example. Logos of personal sponsors or any national CPU or IPF approved sponsor or equipment maker are also allowed.
- 6.23 At MPA Competitions where referees need travel distances of over 100 KM, meet directors may be required to provide lodging for up to two rooms for MPA referees. Best efforts should be made to use local referees at the discretion of the MPA Officiating Chairperson.
- 6.24 MPA Will host annually the MPA Provincial Bench Press Only Championships where lifters may compete in single event (unequipped or equipped) or double event (unequipped and equipped). MPA Qualifying Standards to apply.
- 6.25 At any combined or individually sanctioned MPA Provincial Championships, athletes will be required to make weight in the weight class they elect to compete in. The “21 Day Rule” will apply here; i.e. athletes may change their elected weight class up to 21 days prior to the first day of an MPA Provincial Championship. If an athlete does not make weight for that specific event, they will not be permitted to compete.
- 6.26 Independent Meet Directors:

MPA Competitions may be sanctioned to be operated by Independent Meet Directors i.e. funded and managed by members of MPA Clubs.

In an independently sanctioned meet, the independent meet director takes charge of the advertising, recruitment, setup and execution of the meet. MPA will be there to supply its equipment and referees on meet day, and may act as support, referral and assistance when setting up, but aside from that, preparations are up to the independent director(s). Merchandise, sponsorships, donations, entry fees, admission fees, and exposure are some of the ways of which directors can profit.

Independent meet directors must still use MPA Competition Equipment; as such, the MPA charges a nonrefundable, mandatory \$200 Equipment Fee prior to retrieving equipment. A sanctioning fee of \$100 + **[\$20 per entry + \$15 per athlete to CPU for drug testing]** applies. For Bench Press only meets the sanctioning fee is \$50 per session + **[\$10 per entry + \$15 per athlete for drug testing]**. Referees will be paid the corresponding fee per session as outlined by the MPA Referee Policy by the meet director(s) on the day of referee service. Refreshments must be served for volunteers and referees. Additional expenses may include trophies, paperwork, and miscellaneous items. Independent meet directors are to track financial registration information.

The MPA Sanctioning Application includes a questionnaire to be completed and sent to manitobapowerlifting@gmail.com. All proposed items are subject to change and approval of the MPA Board of Directors prior to any event sanctioning, and meet directors will sign a contract with the MPA President completing the event sanctioning. Once a contest has been sanctioned, it may be added to the CPU/MPA Calendar. The meet directors will provide the MPA and its members with an Entry Form prior to opening registrations - the timing of which will be declared at the discretion of the MPA Board of Directors."

- 6.27 MPA will pay the noncompete membership for Referees who are not able to compete due to medical absence in order to be able to referee. The fee will only be paid as needed prior to MPA competitions at the discretion of the MPA Officiating Chairperson. All CPU Referee bylaws will still apply.

6.28 The following MPA Referee expenses reimbursement policy will apply for MPA events. CPU Referees that referee at an MPA event will be entitled to the following reimbursements:

- Referee Stipend
 - \$35 per session that they referee / jury or TC
- Travel Reimbursement
 - Referees will be reimbursed for travel for events that are a minimum of 75km distant from the referee's home address using the following schedule:
 - \$0.10 per kilometres driven both ways if applicable (mileage taken from home/city address to venue).
 - Note: In the event of a multi-day MPA event, referees who lift will only be compensated for their accommodations expenses (not their travel) according to the schedule above. Accommodations will not be paid on the day(s) the referee competes.

6.29 Technical Secretary

All competitions shall have a Technical Secretary appointed by the Officiating Chairperson. The Technical Secretary must be a Provincial level or higher referee, who is required to oversee preparation of the competition documentation (score sheets, score cards, flight creations, weigh-in documents, conversion charts, etc.). Technical Secretary will ensure all documentation is prepared and dispersed correctly throughout the competition and provided to the meet director at the end of the competition.

7.0 RECORDS

- 7.1 The MPA shall be responsible for its own records and forms, but a Provincial record application must be submitted on a Standard MPA Provincial Record Application Form.
- 7.2 The standard MPA Record Application form must be submitted to the Provincial Records Chairperson no later than fourteen days from the date of any sanctioned competition (or final day of a multi-day event). **The MPA Records Chairperson will produce digital record certificates no later than fourteen days after a sanctioned competition (or final day of a multi-day event).**
- 7.3 The lifter must have faced the possibility of doping control testing, whether or not any actual sample collections take place. If samples are collected and an actual test takes place, the sample must be analyzed at a WADA accredited laboratory, and the test result found to be negative.
- 7.4 All referees must be of MPA Provincial Rank or higher. Provincial records in the total will only be accepted if the correctly ranked provincial referees were used on all successful lifts, regardless of whether they were single lift records, with the same requirements as for single lift records.
- 7.5 I.P.F. rules must be followed.
- 7.6 The MPA shall accept applications for new Provincial Records in the following categories:
- a) All CPU Recognized Age, Weight and Event Classes
 - b) Men's & Women's Military (All Weight and Age Categories)
 - c) Men's & Women's Special Olympic (Two and Three Lift for all weight and age categories) Exact ages will be according to IPF Technical Rules standards
 - d) Men's & Women's Paralympic Powerlifting (All Age and Weight Classes) Exact ages will be according to IWC Technical Rules and Regulations.

7.7 All of the above categories of records shall be maintained for both equipped and unequipped competition.

A lifter's status as "unequipped" must be clearly identified on the contest scoresheet. Lifters CANNOT "cross-over" from equipped to unequipped, or from unequipped to equipped, they can only be in one division at a time in regard to records.

Lifters who compete "unequipped" who break "Equipped" records in that same event class will not be awarded "Equipped" records. (Effective 2022)

7.8 Provincial records shall only be eligible to be set at sanctioned CPU contests, Westerns, Eastern or Central Canadians, Nationals or any higher level of competition.

7.9 A single lift record made in a three-lift sanctioned contest is eligible to be registered in the single lift record category if the lifter has been proven to be physically disabled such that he/she cannot perform token lifts to post a three-lift total in the competition.

7.10 If a MPA Provincial Record is established by a Manitoba Resident who is a Canadian citizen while competing in a foreign country, that record will only be recognized if:

- a) The lifter must have faced the possibility of doping control testing. If samples are collected and an actual test takes place, the sample must be analyzed at a WADA accredited laboratory, and the test result found to be negative.
- b) The record was made before three I.P.F. International referees, all of whose registrations are up to date.
- c) The competition was sanctioned by a lifting organization which is affiliated with the I.P.F.
- d) The competition must have been organized and conducted according to I.P.F. rules.

7.11 When a Referee candidate is testing for a Provincial referee certification, any Provincial Records set during the testing shall be deemed to be legitimate, regardless of the outcome of the exam, providing a Jury is present.

7.12 As per Bylaw 11.7, when a record is removed from a lifter, the record shall revert to the previous record holder. Should the previous record have since been exceeded by a lift done at a MPA, CPU Nationals or IPF international championships, that lifter may apply to claim the record. The normal record application and fee must be forwarded within 7 days of the day that the previous record is removed. Notification of the record removal shall be done via the CPU Website forum.

7.14 Provincial records may only be set with IPF approved weights and measures, bar and collars included.

8.0 AWARDS AND CLASSIFICATIONS

8.1 The MPA shall maintain standardized medals for presentation to the first three place finishers at **all MPA sanctioned events**. The medals may be purchased from the MPA by the meet director(s) of the Provincial Championship at the cost the MPA pays for them. Optionally the meet director(s) can produce their own medals to be used at the Provincial Championships however they must be of high quality and be approved by the Executive Committee.

8.2 Meet director(s) of the Provincial Championships must also provide best lifter awards for at least: Best Junior Male, Best Junior Female, Best Master Male, Best Master Female, Best Powerlifter Male, Best

Powerlifter Female, Best Bencher Male, and Best Bencher Female. In the case where a best lifter award will not be provided for all classes the term Junior should be used to represent Sub-Junior and Junior and Master should represent Master 1, Master 2, Master 3 and Master 4. It is recommended that any class consisting of equal to or more than 20 lifters have a representative Best Lifter award.

- 8.3 Where a Best Lifter Award is to be presented, the winner shall be selected from among all lifters, and shall be decided using the IPF Points.
- 8.4 The MPA shall maintain an MPA Athlete Hall of Fame. This award shall be presented to lifters who have made outstanding contribution to the MPA through their lifting achievement at Provincial, National and the International level. To be eligible for this award, a lifter must have been an active member of the MPA for a minimum of 10 years. If there are multiple nominees per GENDER, the Annual General Meeting voters will first vote on which candidate will be considered for induction. The winners of this award shall be selected by 2/3 majority of the voting members at the AGM. Each year, one male and one female lifter may be inducted into the MPA Hall of Fame, however this award will not necessarily be presented each year if no suitable candidate can be chosen. Recipients may only receive this award one time.
- 8.5 MPA will present a Best MPA Club award at each annual MPA Provincial Championships. Rubric for same to be determine by the MPA Board of Directors and published with due notice on the MPA Provincial Championships Entry Form for members each year. Best Club Awards at all other meets at the discretion of the Meet Directors pending approval from the MPA Board of Directors.
- 8.6 MPA will present annually, an “MPA Volunteer of the Year” award, at the Annual General Meeting. Candidates may be nominated ahead of time or nominated on the floor. Volunteer of the Year Award nominees should display characteristics such as: exceptional work ethic, serving above and beyond the expectations of the general membership, role modelling a positive attitude. MPA Volunteer of the Year award winners may not be serving members of the MPA Executive.
- 8.7 Manitoba Powerlifting Association Inc. Junior Student Scholarship Program
The MPA will award one scholarship at its Annual General Meeting at the value of \$250 CAD to one MPA member on one occasion.
- 8.8 The MPA shall vote on one Male Lifter and one Female Lifter of the Year at the AGM. Nominations can be submitted ahead of time or from the floor. Lifters of the year will be presented with Awards at the Annual MPA Powerlifting Provincial Championships.

9.0 DEFINITION OF A TEAM OR CLUB

- 9.1 The club must be registered with the MPA.
- a) Registration is on an annual basis as per the MPA By-Laws. A list of eligible Clubs will be maintained on the MPA website
- 9.2 In order to represent a club, the lifter must train with that club on a regular basis (at least once a week)
- 9.3 If for any reason the lifter wishes to change clubs, or he/she is unable to follow the above recommendations, he/she must send a written explanation to his/her provincial registration chairman.

10.0 PARAPOWORLDIFTING

10.1 The CPU and Member Provinces shall maintain a division for Parapowerlifting, using the International Paralympic Committee weight divisions, with national and provincial level records.

11.0 DOPING CONTROLS

11.1 The MPA shall follow the CPU which shall follow the IPF Anti-doping rules and the WADA code as outlined at <http://canadianpowerliftingunion.com> under its policies and links related to CCES and WADA.

12.0 PENALTIES

12.1 The MPA shall follow the CPU in terms of Doping Related Penalties. More details can be found at <http://canadianpowerliftingunion.com> under its policies and links related to CCES and WADA.

12.2 Lifters who refuse to submit themselves to a doping control test shall be suspended from the MPA for life.

12.3 The CPU Board of Directors shall make the final decisions in all doping control cases. In the event of an appeal by the athlete, the CPU Board of Directors shall serve as the appeals board. All time guidelines and procedures specified in the the Independent Testing Administrator Standard Operating Procedure Manual shall be followed.

12.4 All persons must disclose all information regarding current suspensions from organizations referred to in Bylaw 11.6 when applying for membership in the MPA . Failure to do so will result in immediate disqualification from the MPA/CPU for the term of that suspension, with all contest results for the lifter being nullified upon discovery.

12.5 If a lifter or official commits any form of violation during a National contest which is not being held in his home province, the organizing association must send a detailed report to the C.P.U. President as well as the MPA President. The organizing association cannot penalize lifters or officials from other provinces.

12.6 All lifters, officials, or provincial associations have the right to be heard before the C.P.U. Board of Directors decides upon any penalties to be imposed.

12.7 A lifter cannot participate in competitions organized under C.P.U. rules for a period to be determined by the C.P.U. Executive Council if:

- a) He/she is under temporary or permanent suspension,
- b) He/she participates in a powerlifting or single lift competition of any kind, if there is any athlete or official participating in any division, section or bodyweight class of that competition who has been expelled or suspended from their international or national federation or who is serving the period of Ineligibility for a doping related offence.
- c) He/she competes against professionals.

12.8 The following may also be subject to suspension or expulsion for a period to be determined by the Executive Council:

- a) Any lifter who is deemed to be guilty of violating the rules of, or of disobedience towards, his/her National or Provincial Association, or towards any official during the execution of his/her duties.
- b) Any lifter who, by words or gestures, threatens referees or any other officials during the execution of their duties.

12.9 For serious offenses, such as false accusations of dishonour or dishonesty against a lifter or official, permanent expulsion may be decided by the C.P.U. Executive Council by a majority vote.

12.10 Any member of the MPA who is accused of bringing the sport into disrepute by means of his/her comments, published articles, TV or radio broadcasts or for conduct judged as inappropriate or unbecoming or likely to adversely affect the interests and reputation of the MPA and/or the CPU will be subject to the following progressive disciplinary action.

- a) Evidence of an incident as described above is received by either the CPU or provincial association. The accused will receive a verbal warning from the provincial association informing the individual of issue at hand and that this discussion is to serve as first warning and that should the behaviour continue, outline the next steps and potential outcomes. Documentation of the discussion by the provincial association is retained and shared with the CPU Executive Council.
- b) Evidence is received by either the CPU or provincial association indicating that a second incident has occurred. The provincial association contacts the accused notifying him/her that a written warning will be issued outlining the issue and the process that will occur should a third incident was to occur. Documentation of the conversation and a copy of the written warning to be shared with the CPU Executive Council.
- c) Evidence is received by the CPU or provincial association indicating that a third incident has occurred, The CPU Executive Council will meet to review the situation and documentation obtained to date and decide the appropriate disciplinary action to be taken. This may include the member in question attending a special meeting of the Executive Council. The discipline handed out by the CPU Executive Council can range from a third and final warning to expulsion from the CPU.

The MPA/CPU reserves the right to progress the disciplinary action as appropriate depending on the magnitude of infraction.

12.11 Any lifter or official who considers that he/she has been wronged has the right to file a written complaint stating his/her reasons. This must be done through the intermediary of his/her provincial association. If another person or persons is implicated, the latter must also be heard if at all possible. Should the member be serving as an official at the time, or in any way representing the MPA penalties will be determined by:

- 1) For a provincial level official at a provincial contest: by the provincial association i.e. MPA
- 2) For a provincial level official at a national contest: by the CPU Board of Directors 3)

For national or higher level officials at any contest: by the CPU Board of Directors.

12.12 The term "Official", wherever it may appear in this Article, shall be deemed to include all persons appointed by the MPA or by the organizing committee of a championship, to act in any official capacity during the whole, or any part of, that championship.

12.13 It shall be the obligation of all officials to maintain current knowledge of the rules of the sport. Should any official refuse make a bone-fide attempt to do so in such a way that it shall damage the officials'

credibility, as determined by the MPA or the CPU, penalties may be proscribed by the bodies described in the article above. Penalties shall be determined by the appropriate body

12.14 Any successful bidder who is awarded a Provincial Championship event, and defaults on the agreement, such as:

- a. Does not hold the event, or
- b. Does not meet the agreed upon specifications, is subject to penalty.

This penalty shall not exceed a reasonable and fair estimate by the MPA Executive Council and hosting organization expenses that cannot be refunded. This may include deductions for refunds on travel expenses, and unnecessary local transportation and accommodation expenses.

13.0 EQUIPMENT

13.1 All equipment for powerlifting competitions in Canada shall meet the specifications stated in the official I.P.F. Technical Rules Handbook.

13.2 Any changes in equipment specifications which have been adopted and approved by the I.P.F. Congress shall be deemed to have been simultaneously adopted and approved by the C.P.U and therefore by the MPA.

13.3 Sponsors logos may be placed on the front or back, and/or both sleeves of a T-shirt or the front or back of a singlet for wearing on the platform. Logos must not be considered offensive as decided by the MPA board. CPU approved sponsors logos will be permitted at all lower levels of competition.

All sponsors must be registered with the MPA including team sponsors. Sponsor approval fee will be \$125 annually or may also be negotiated in a separate sponsorship deal with the MPA. The MPA President will negotiate all sponsorship deals, including any team sponsors.

14.0 OFFICIATING

14.1 The rules governing powerlifting competitions in Canada are those stated in the official I.P.F. Technical Rules Handbook.

14.2 In areas of the IPF Technical Rules regarding Records, where the term “World” is used, it shall unless otherwise specified, be interpreted as “National” for the CPU’s purposes, and likewise the term “Nation” or “National” shall unless otherwise specified, be interpreted as “Province” or “Provincial” where applicable to the provincial affiliates purposes.

14.3 Two Months prior to all Provincial Championships the MPA Officiating Chairman must provide to the meet directors a list of all available National or higher level, referees.

14.4 Referees and members of the jury at Provincial Championships shall be uniformly dressed as follows:
MEN:

Winter Dress: Dark blue blazer with appropriate C.P.U. or I.P.F. crest on the left breast, grey trousers, white shirt and tie.

Summer Dress: White shirt and grey trousers, tie optional.

WOMEN:

Winter Dress: Dark blue blazer, with appropriate C.P.U. or I.P.F. crest on the left breast, grey skirt or trousers, white blouse.

Summer Dress: Grey skirt or trousers, white blouse.

The jury shall determine whether winter or summer dress will be worn. In absence of a jury, the chief referee will determine this.

14.4 All MPA Provincial referees shall be supplied with a crest which must be worn on the left breast pocket of the jacket.

14.5 All referees adjudicating at Provincial Championships must be of Provincial rank or higher.

14.6 To become certified as a Provincial level M referee the testing procedure is as follows: (a)

A provincial member in good standing with the MPA.

(b) Must achieve a passing score of 90 percent or more on both a written and practical exam.

(c) The written examination must be taken and passed prior to the practical examination.

(d) The practical examination must be administered by at least one MPA/CPU referee on the jury. Other adjudicating referee's may be of Provincial rank (of at least two years). During the practical examination, a minimum of 75 attempts must be adjudicated. If necessary, the practical examination may be spread over more than one competition, with the same adjudicator.

(f) Written tests will be obtained from the Provincial referee chairman, and the completed tests and examination forms will be returned to the referee chairman.

(g) New Provincial referees may be certified at the annual Provincial championships, or at any local competition provided that all of the above conditions are met.

14.7 All MPA national and provincial referees must be full CPU members.

14.8 Provincial Referees must referee one provincials and attend the accompanying rules clinic with a 3 year period coinciding with the CPU election period.

14.9 MPA Provincial Referees approved to travel out of Province to take their CPU National Referee Examination will be provided with a \$300 Stipend to do so.

14.10 All MPA referees need to referee at least once in a 12-month period in order to retain their status as an active referee.

15.0 QUALIFYING TOTALS

15.1 MPA lifters wishing to compete in Provincials Championships must meet qualifying totals

To qualify and compete at the annual Provincial Championships the member must attain the required Provincial Qualifying Total for their declared weight class and age category. Please see the Appendix for the MPA Provincial Qualifying totals.

15.2 A lifter may qualify for their next higher age category by lifting at an open event, the required qualifying total or single lift, within one year before achieving the exact specified age for the category. EG: 39th birthday for 40 – 49, 49th birthday for 50 – 59, etc.

15.3 A lifter who achieves a Provincial qualifying standard is then eligible to compete at any chosen weight class at the Provincial Championships.

16.0 PROVINCIAL TEAM SELECTION

16.1 For National AND Regional qualification purposes, an MPA member who has attained a national qualifying total must within the calendar year **volunteer twice** in some capacity within an MPA board approved activity.

16.2 When competing for Manitoba at National events, or at any other Regional or National competitions, the lifter's cooperation with the coaching staff, and adherence to Team protocol, shall be mandatory at all times. The behavior of lifters, coaches, managers, and any other officials of the Manitoba Team who are consistently uncooperative, or whose actions or appearance bring discredit to the Team, will be taken into consideration when selecting future Provincial teams. Any formal complaint which is lodged against a member of a Provincial Team at a National competition must be fully investigated by the MPA President. The team member involved shall be informed immediately, in writing, of the nature of the complaint.

16.3

- a) MPA Members must first compete at MPA Provincials before attending their first Regional/National Championships.
- b) MPA Members must obtain a total at MPA Provincial Championships within two years of a CPU National Championships in order to compete at CPU National Championships.
- c) MPA Members who compete at IPF International Events or referee at MPA Provincial Championships may be permitted to volunteer or referee at MPA Provincial Championships in lieu of competing, at the discretion of the MPA Board of Directors.

17.0 COACHING

17.1 For the CPU Regional or National Championships where feasible, the MPA Executive will select one Head Coach from a pool of applicants.

17.2 At all National championships, the team coach and athlete must agree on attempts except in the case that the athlete surrenders choice to the coach willingly. The team coach may take suggestions from athletes' personal coaches. In flights or sessions that the team coach must recruit help in coaching athletes, the appointed person must also make the decisions with the athletes except in the case that the athlete surrenders choice to the coach willingly.

17.3 Head Coaches of MPA Provincial Teams at CPU competitions shall be eligible for reimbursement in amounts as per the MPA Budget. Teams must have a minimum of 3 members, not including the coach, for reimbursement to be applicable.

17.4 The duties, eligibility and requirements of the head coach are laid out in the Canadian Powerlifting Union Coaching Job Description document maintained by the C.P.U. coaching committee.

17.5 At all Provincial Championships athletes may have one coach (Unequipped) or up to two coaches (Equipped) handling/coaching them during their event.

17.6 Designated Team Manitoba Coaches will be required to wear an MPA top while coaching at Regional/National events, and otherwise dress appropriately for the role of Team Coach.

APPENDIX A: Provincial Qualifying Standards Qualifying

standards can be found on the MPA website here:

<https://manitobapowerlifting.ca/qualifying-totals/>

APPENDIX B: Policy on Discrimination and Harassment

1. The MPA is devoted to the idea that all people have the right to frequent an environment that is free of discrimination or harassment based on a person's age, sex, race, ethnicity, religion or sexual orientation.
2. The MPA encourages all members who feel that they are experiencing harassment to inform the harasser that such behavior is offensive and is contrary to the practices of the MPA. In addition, all individuals who are being harassed should report the incident through the appropriate channels.
3. Discrimination is the process of differentiating people by means of age, sex, race, ethnicity, religion or disability and using such distinction to deny any member of the said classes a service or opportunity. Distinctions based skill or achievement (i.e. world team selections) must not be interpreted or treated as discrimination.
4. Harassment can refer to broad field of offensive behavior. It is most often refers to conduct that is found offensive and threatening such as any verbal threats or abuse and/or physical intimidation or abuse. When harassment is of a sexual nature, involving lewd suggestions, comments, gestures, requests as well as, but not limited to, invitations of sexual touching or any physical encroachment or abuse, it is known as sexual harassment.
5. Harassment and discrimination should never be confused with discipline in training as the latter is necessary to excel in powerlifting as a high-performance sport. It is the responsibility of all members of the MPA to be wary of crossing the line between inspiration and encouragement to behavior which is prohibitive to equitableness.
6. Due to the seriousness of discrimination or harassment occurring within the MPA and the organizations' commitment to a sporting environment free of such atrocities, **ALL** instances of harassment and discrimination within the MPA should be reported immediately to the appropriate persons following the complaint procedure. All complaints shall be treated as legitimate and thus, handled with the same importance. The procedure for the reporting of complaints is as follows:
 - a. The victim of any instances of harassment or abuse, hereinafter called the complainant, shall report such occurrences to either:
 1. The president of the MPA
 2. A current member of the MPA board of directors
 3. Any provincial Executive member
 - b. The complainant should be prepared to submit a signed statement that outlines the time, date, location, details of the occurrence and the identity of the member who has allegedly committed an act of harassment or abuse and if applicable, any witnesses.
 - c. In the case that a complaint involves the current president of the MPA, the instance of harassment or discrimination should be reported to the current vice-president of the MPA or any other member of the board of directors.
 - d. In the case that the complainant is not a current member of the MPA, a complaint may still be reported provided that a current member signs the written statement declaring their belief that the complaint in question is legitimate.

7. All reports of harassment shall be allowed the most confidentiality that can be reasonably provided within the means of the MPA. If a case of discrimination or harassment warrants legal intervention, the MPA shall not hesitate to provide any details to any lawful authority investigating the matter.
8. The member of the MPA board who receives the complaint is required to immediately forward the complaint and all evidence on to the president of the MPA, or in cases where the complaint involves the president; the vice president shall be informed of the complaint, the president or vice-president of the MPA, hereinafter referred to as the president shall then initiate the investigation process.
9. The president shall inform the complainant of the intention to begin an investigation into the matter and then appoint a member of the officer's council, no lower than a provincial federation's president hereinafter called the investigative official, to investigate the matter how they see fit and report back to the president all developments and findings. The president, when choosing an official to investigate a complain of harassment or discrimination must:
 - a. Not choose a member who is the person in which the complaint has been substantiated against or is the complainant who reported the complaint
 - b. Choose a member who will act in the best interests of both parties and will investigate the complaint with the utmost neutrality and professionalism
10. If at any time during the investigation, the subject of the complaint or the complainant wishes to retain legal counsel, they will do so at their own cost.
11. The president may decide not to initiate investigation of a complaint if an inordinate amount of time has passed between the alleged happening of events and the report of the complaint.
12. Previous complaints of harassment or discrimination against a member must not influence the outcome of an investigation on an unrelated complaint. Previous valid complaints of harassment or discrimination may be considered by the disciplinary panel. Each separate incident shall be investigated by a different investigative official if possible.
13. A complaint of harassment or discrimination can be resolved at any point. Any settlement should be in writing and signed by all involved persons.
14. If the investigative official determines through the course of the investigation that a legitimate case of discrimination or harassment has occurred, they shall present their investigation report to the president of the MPA including all particulars of the incident. The president will:
 - a. Approve the report if they are satisfied that a fair fact-finding investigation has taken place
 - b. Convene a disciplinary committee to rule on possible disciplinary actions and corrective measures.
 - c. Inform the member accused of discrimination or harassment that they will allowed to present any further evidence during disciplinary committee deliberations as well as present the evidence against them.
15. The disciplinary committee may include any or all members of the board not directly related to the complaint and will deliberate the case at hand without delay through a special meeting as per Article IV of the MPA constitution. Disciplinary committees are recommended to be no larger than 5 members OR half the currently serving board and must include either the President or the VicePresident so as to allow the formation of a separate appeals tribunal in the case of an appeal.

16. The disciplinary committee shall make a decision no more than 24 days after the start of deliberations.
17. The disciplinary committee may choose, after weighing all the facts of the incident, to apply one or more of the following options:
 1. An apology, either written or verbal
 2. A fine
 3. Demotion, in the case of a board member
 4. A suspension from membership within the MPA
 5. Permanent expulsion from the MPA
18. The member being disciplined has seven days from the official ruling of the disciplinary committee to comply with its decree or appeal the decision using the official appeals procedure. If the time elapses with neither course of action taken, the member is subject to further discipline by, but not limited to, permanent expulsion from the MPA.
19. All evidence, reports and minutes taken from disciplinary committee deliberations shall be kept and filed with a serving member of the board for no less than five years.

APPENDIX C: Policy on Appeals

1. Any member of the Manitoba Powerlifting Association (MPA) who is affected by a decision of an official committee or decision-making body within the MPA has the right to appeal that decision. A member may not appeal any items that relate to the rules of competition, or elections held for executive positions.
2. Appeals committee will adhere to procedures based on due process and will include access to independent arbitration through the Sport Dispute Resolution Centre of Canada (SDRCC)
3. A member who wishes to launch an appeal, hereinafter referred to as the appellant, shall:
 - a. Submit a written notice of their intention to appeal to the MPA president no more than seven days after the announcement of the decision that is being appealed
 - b. Submit, along with the notice of intention to appeal, a \$100 fee which will be refunded to the appellant if a ruling is made in their favor
 - c. Submit, in written form, all evidence or argument he or she wishes to be considered regarding only the issue of how the complaint fulfills one or more grounds of appeal listed in section 4.
4. An appeal may only be requested if sufficient grounds for an appeal are present. Such situations include:
 - a. Instances where flagrant contraventions of standing policy are present
 - b. Where the decision in question was made by a body with no authority or jurisdiction in the matter
 - c. Instances where the decision is obviously influenced by bias not including decisions made based on one's performance compared to another
 - d. Evidence or information used in the decision-making process was incomplete or missing
 - e. Information considered irrelevant was used in rendering a decision
5. An appeals committee shall be formed upon the receipt of a request for an appeal. Appeals committees must consist of:
 - a. No more than 5 members of the executive
 - b. Either the president or the vice-president
 - c. No members who deliberated on the decision which is being appealed. If necessary, members of the Appeal Committee may be drawn from Committee members and/or Associate Member delegates from the previous year's AGM.
6. It is the duty of the appeals committee to review the reasons for the appeal and decide if sufficient grounds exist. The decision of whether or not to proceed cannot be appealed.
7. If it is found that sufficient grounds for an appeal exist then the appeals committee shall inform the appellant and any other appropriate parties that the committee will re-deliberate the issue seven days from the time of the announcement.
8. It is within the seven-day period that the appellant must submit a written report of their argument as well as any additional evidence to the appeals committee.
9. Appeals committee will then deliberate the matter at the end of the seven-day period in a special meeting as per Article IV of the MPA constitution. Deliberations shall only be open to the appeals committee after all evidence has been collected and will be conducted by documentary review. Only in

extremely serious matters shall appeal committee hearings be conducted in person and in such a case, the seven-day period can be extended up to, but no more than two months.

10. The appeals committee may also interview any involved parties to better render a decision on the matter at hand.
11. At the conclusion of deliberations, the appeals committee shall inform the appellant and any involved parties of its decisions, with reasons attached. It is within the power of the appeals committee to:
 - a. Void, vary or confirm the decision being appealed; or
 - b. Require any involved parties to change their previous decision.
12. A written copy of the decision shall be provided to the appellant as well as any other parties related to the appeal. All evidence, reports and minutes taken from disciplinary committee deliberations shall be kept and filed with a serving member of the executive for no less than five years.
13. If the appeals process of the MPA fails to resolve the issue, final arbitration can be passed on and be conducted through the SDRCC. Any decision made by the SDRCC on the matter shall be final and not open to appeals or intervention by the MPA.